

Agenda Item Form

Agenda Date: 05/11/04

Districts Affected: 6

Dept. Head/Contact Information: Barbara J. Angus/858-1928

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
☒ Grant (duration of funds: 18 Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

To purchase a 5-drawer map case and acid-free envelopes, folders, and boxes to be used in storing photographs and glass plate negatives.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Outright grant for cost of map case and supplies; no matching funds or in-kind services required

Statutory or Citizen Concerns:

Departmental Concerns:

CITY CLERK DEPARTMENT
2004 MAY 6 PM 12 54

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the Mayor be authorized to sign and submit a Grant Application to the National Endowment for the Humanities on behalf of the City of El Paso. The amount is for \$2,000, which will be used by the El Paso Museum of History to purchase storage furniture and acid-free containers for its photograph collection.

ADOPTED this 11th day of May, 2004.

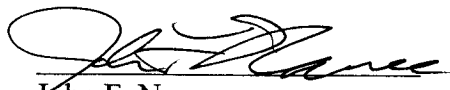
CITY OF EL PASO:

Joe Wardy
Mayor

ATTEST:

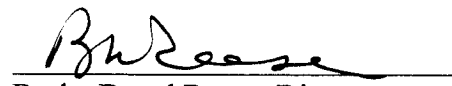
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

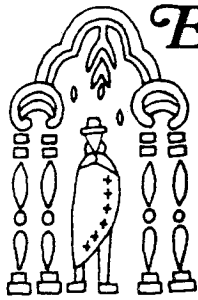


John F. Nance
Assistant City Attorney

APPROVED AS TO CONTENT:



Becky Duval Reese, Director
El Paso Museums Department



EL PASO MUSEUM OF HISTORY

12901 Gateway West • El Paso, Texas 79928 • (915) 858-1928

May 3, 2004

TO: Mayor and City Council

FROM: Becky Duval Reese 

RE: Grant

The El Paso Museum of History wishes to apply for a \$2,000 National Endowment for the Humanities Preservation Assistance Grant. The funds will be used to purchase a 5-drawer map case and acid-free envelopes, folders, and boxes to be used in storing photographs and glass plate negatives. This is an outright grant – no matching funds or in-kind services are required.

JA 56-2004

GRANT APPLICATION REVIEW

DEPARTMENT

Museums - History Museum

TYPE OF GRANT

Preservation Assistance Grants

CONTROL

789

GRANTOR

National Endowment for the
Humanities

EFFECTIVE DATE

January 1, 2005

MATCHING FUND REQ

☐ YES☒ NO

SOURCE OF FUNDS (GRANT AMOUNT, MATCHING, IN-KIND, INTERGOVERN.)

The funds will come from NEH with no match required by the City

amount = \$2000

PERSONNEL FUNDED BY GRANT

None

10:54 AM

BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR GRANT:

This grant will be used to purchase a five-drawer map case and acid free envelopes, folders, and boxes to be used in storing photographs and glass plate negatives at the El Paso Museum of History

REVIEWED BY:

CHIEF FINANCIAL OFFICER

CHIEF ADMINISTRATIVE OFFICER

COMMENTS

OMB

GRANTS ACCOUNTING MANAGER

GRANTS COORDINATOR

5-4-04

5-4-04

5/4/04

APPLICATION COVER SHEET FOR NEH GRANT PROGRAMS

1. PROJECT DIRECTOR OR INDIVIDUAL APPLICANT

☐ Mr. ☒ Mrs. ☐ Ms. ☐ Dr. ☐ Prof.

Major Field of Study: _____

Name (last, first, middle): Angus, Barbara J.

Address: El Paso Museum of History

12901 Gateway West

City: El Paso

State: Texas Zip Code: 79928

E-mail: angusbx@ci.el-paso.tx.us

Telephone (work): (915) 858-1928 (home): _____ Fax: (915) 858-4591

2. INSTITUTION INFORMATION

Name: El Paso Museum of History

Address: 12901 Gateway West

City: El Paso

State: Texas Zip Code: 79928

DUNS Number: 058873019

Employer ID Number: 746000749

3. TYPE OF APPLICANT

☒ Institution

☐ Individual

*Fellowships, Stipends, &
Faculty Research Awards*

Type: Museum

Citizenship: ☐ US ☐ Other

☐ University ☐ College Teacher /
Teacher Ind. Scholar

Status: ☐ Private Nonprofit

Country: _____

☒ Unit of State/Local Gov't

Month/Year: _____

☐ Jr. Scholar ☐ Sr. Scholar

4. CONGRESSIONAL DISTRICT: 75

5. GRANT PROGRAM: Preservation Assistance Grants

6. TYPE OF APPLICATION: ☒ New ☐ Supplement Current Grant Number(s): _____

7. PROJECT FIELD CODE: I 2

8. PROJECT TITLE: Photographic Storage Improvements

9. PROJECT DESCRIPTION (use only space provided):

This project entails the purchase of a 5-drawer map case section and acid free envelopes to be used for the storage of historic photographs removed from their frames. In addition, glass plate folders and boxes will be acquired to properly house a collection of glass plate negatives.

10. REQUESTED GRANT PERIOD: From: January 1, 2005 To: December 31, 2005

Applicant Name: El Paso Museum of History
Project Title: Photographic Storage Improvements

11. PROJECT FUNDING FOR INSTITUTIONS

Programs other than Challenge Grants

a. Outright Funds \$ 2,000.00
b. Federal Match \$ _____
c. Total from NEH \$ 2,000.00
d. Cost Sharing \$ _____
e. Total Project Costs \$ 2,000.00

Challenge Grants applicants only

a. Fiscal Year #1 \$ _____
b. Fiscal Year #2 \$ _____
c. Fiscal Year #3 \$ _____
d. Total from NEH \$ _____
e. Non-Federal Match \$ _____
f. Total \$ _____

12. ADDITIONAL FUNDING

Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

☐ Yes ☒ No If yes, indicate where and when: _____

13. GRANT ADMINISTRATOR INFORMATION FOR INSTITUTIONS

☐ Mr. ☐ Mrs. ☒ Ms. ☐ Dr. ☐ Prof.

Title: Grants Accounting Manager

Name (last, first, middle): Debra Tombosky

Institution: City of El Paso

Address: 2 Civic Center Plaza

City: El Paso

State: TX

Zip: 79901

Telephone: (915) 541-4843

Fax: (915) 541-4446

E-mail: Tomboskydr@elpasotexas.gov

14. FELLOWSHIPS AND SUMMER STIPENDS APPLICANTS

List the name, department, and institutional affiliation of your referees.

a. _____
b. _____

Summer Stipends applicants only: Provide the name, title, and signature of your nominating official.

Printed name: _____ Title: _____

Signature: _____ Date: _____

15. CERTIFICATION

By signing and submitting this application, the individual applicant or authorizing official is providing the applicable certifications as set forth in these guidelines.

Printed name of individual applicant / authorizing official: _____

Title of individual applicant / authorizing official: _____

Signature: _____ Date: _____

For NEH use only:

date received:

application #:

initials:

Project Narrative

A. What activity (or activities) would the grant support?

This grant would be used to increase our amount of flat file space by purchasing a five drawer map case section that will fit on the map case and base purchased through a 2002 Texas Historical Commission Grant. The map case is used to store mounted (larger than cartes de visite or stereographic views) and unframed photographs from the collection. The flap storage envelopes will be used to protect smaller items. We will make custom folders for larger prints.

In addition, the grant would provide glass plate folders and boxes to house a collection of approximately 260 glass plate negatives taken by J. W. Lorentzen, a local photographer.

B. What are the content and size of the humanities collections that are the focus of the project?

The El Paso Museum of History maintains an eclectic collection of artifacts illustrative of the history of this area, which was gathered beginning in the 1890s. The collection is strongest in Victorian era objects, but there are also substantial examples of women's dresses (1840s – 1940s), shawls, and fans; blacksmithing, woodworking, and leatherworking tools; and transportation related items (saddles and railroad equipment).

Our photographs were primarily gathered as adjuncts to larger artifact donations. There are still 150 original photographs that need to be taken out of their frames and placed in an acid free environment. We must also find storage space for 100 framed copy prints of the cavalry post at Ft Bliss, that are used for research and exhibition.

There are 26 8" x 10" and 236 5" x 7" glass plate negatives. A large portion of these are "family snapshots", circa 1910. Included are backyard and interior shots of a middle class home. The photographer produced negatives for a Midwestern based postcard company, so there are also street scenes, images of landmarks, and documentation of local adobe architecture.

C. How are these humanities collections used?

Our collections are primarily used for permanent and temporary exhibits, and research. We will be moving to a new building in late 2005, and our current permanent exhibits will be completely revised. A new storyline has been written using a topical approach, and a professional design firm will complete research, design, and fabrication of the exhibitions.

The group of artifacts that has seen the most regular use for research purposes is the photographs.

D. What is the nature and mission of your institution?

The El Paso Museum of History is part of the Museums Department of the City of El Paso. Its sister museums are the El Paso Museum of Art and the El Paso Museum of Archaeology.

Our mission statement is as follows:

"The El Paso Museum of History exists for the educational benefit of the community and visitors. It promotes the understanding and significance of the rich multicultural and

multinational history of this border region known as the Pass of the North. Through exhibits and programs the Museum involves diverse audiences in exploring varieties of human experience and encourages individuals to explore the past and reflect on their won place in history.”

This year’s annual budget is \$215, 044. Our full time staff currently consists of a curator, a guard, and a clerk typist. The City will be interviewing for a deputy museum director (head of the History Museum) this May. There are no part-time employees, and we have two on-call volunteers for giving tours and working on special projects, as well as assistance from our Advisory Board. The Museum staff will be greatly increased prior to the move to the new facility.

For most of its 30 years existence, the Museum has been open 44 hours per week. The hours were reduced last year to allow staff to work with an exhibits firm while planning the new building. The current hours are 9 a.m. to 1 p.m. on Tuesdays and Thursdays, and 1 p.m. to 5 p.m. on Wednesdays and Fridays.

E. Has your institution ever had a preservation or conservation assessment?

The Museum took part in an IMS-CAP Survey in 1992. Katherine Sease and John R. Volz were the consultants.

F. What is the importance of this project to the institution?

The CAP consultants observed problems with our physical plant – including a leaking roof, no climate control, fluorescent (UV) lighting, and persistent problems with dust. By fall of 2005, we will be moving into a new 35,000 sq. ft. building that includes state of the art security and climate control in sophisticated exhibitions. Funding for the project derives from a Quality of Life Bond passed by City of El Paso voters.

Other CAP observations have been addressed. We have systematically added shelving and storage units, reclaimed a storeroom, and moved artifacts into acid-free containers. Many of these projects were aided by grants from the Texas Historical Commission, matched by funds from the Friends of the El Paso History Museum.

In specific regard to the photographic collections, it was recommended that we remove photographs from their frames, and store them in acid-free folders. We have the process well underway but there is not enough storage space and folders to complete the project.

We are working now to protect and organize our artifacts in preparation for the move to the new facility.

G. What are the names and qualifications of the consultant(s) and staff involved in the project?

The primary staff person involved in this project will be the curator, Barbara Angus. Barbara received her MA in Anthropology (Museum Studies) from the University of Arizona in 1978, and has worked at the El Paso Museum of History since 1981.

The new deputy director will be on board by June 2004, and will oversee the project.

H. What are the plan of work and timetable for the project?

As the grant entails the purchase of storage furniture and supplies, funds will be expended upon receipt. The photographs will be stored after the arrival of the equipment, and before the Fall 2005 move to the new building.

NATIONAL ENDOWMENT FOR THE HUMANITIES

PRESERVATION ASSISTANCE GRANTS BUDGET FORM**Project director:** Barbara J. Angus**Applicant organization:** El Paso Museum of History**Requested grant period (please give month/year):**From: January 1, 2005 To: December 31, 2005**Consultant fees.** Include fees for professional and technical consultants.

Name of consultant: _____

No. of days on project.: _____ Daily rate compensation: \$ _____ Total: \$ _____

Name of consultant: _____

No. of days on project.: _____ Daily rate compensation: \$ _____ Total: \$ _____

Travel. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. The lowest available commercial fares for coach or equivalent accommodations must be used. *Use an additional sheet if necessary.*

From/To: _____

Total no. of persons: _____ Total travel days: _____

Subsistence costs: \$ _____ + Transportation costs: \$ _____ = Total \$ _____

From/To: _____

Total no. of persons: _____ Total travel days: _____

Subsistence costs: \$ _____ + Transportation costs: \$ _____ = Total \$ _____

Supplies, materials, equipment, and workshop registration fees to be used in project. *Use an additional sheet if necessary.*

Item: Mayline 5-drawer Museum Quality Flat FileBasis/method of cost computation: catalog Total \$: 1,099.95Item: Flip top boxes: 10 3/8 x 12 1/4 x 5 (2); 6x8x12 (10)Basis/method of cost computation: catalog Total \$: 139.40Item: Glass Plate Folders: 8 1/8x 10 1/8 (1); 5 1/8 x 7 1/8 (5)Basis/method of cost computation: catalog Total \$: 162.70Item: Flap storage envelopes: 1 package each 6x9, 8x10, 9x12, 11x14Basis/method of cost computation: catalog Total \$: 83.80Item: Shipping - lift gate (no loading dock)Basis/method of cost computation: estimate Total \$: 500.00

TOTAL REQUEST	Total requested from NEH (up to \$5,000)	\$ <u>1,985.85</u>
	Cost sharing (optional)	\$ _____
	TOTAL:	\$ <u>1,985.85 (2,000)</u>

**1992 IMS-CAP SURVEY
FOR THE EL PASO MUSEUM OF HISTORY**

2

INTRODUCTION

The El Paso Museum of History, El Paso, Texas was awarded a 1992 IMS-CAP survey to assist its Director in identifying the architectural and conservation needs of the building in which the Museum is housed. A visual inspection of the facilities was conducted during an October 1 & 2, 1992, site visit by conservator, Catherine Sease, and preservation architect, John R. Volz, AIA.

Based upon field observations and interviews with the staff, the most pressing architectural needs of the of the building may be summarized as follows:

1. Climate control does not meet accepted museum standards.
2. The roof is leaking, causing structural deterioration and creating a threat to the collections. Roof structure may be inadequate.
3. Space utilization within the building is poor. Exhibit areas are large and inefficiently used. Collection storage is inadequate, office and staff spaces are too small, and there is no space in which to fabricate exhibits. A reorganization of space is needed.
4. A recent facility survey indicates that the Museum is not fully in compliance with the provisions of the American With Disabilities Act. Also, the Museum does not meet the current exit requirements of most building codes.
5. The Museum of History is practically invisible. It is located in a small scale, unassuming building miles from other cultural institutions and the center of town. Access to the Museum is circuitous, signage is underscaled, and the Museum, surrounded by a recreation vehicle park, lacks a sense of place that welcomes and encourages visitors.
6. The Museum contracts directly for maintenance of the grounds, janitorial, and security. Building maintenance is provided by the City of El Paso through the staff of the El Paso Museum of Art. As a result, the Museum has difficulty in obtaining repairs on a timely basis. Additionally, quality standards are not precisely defined and there is no cyclical maintenance program.

A discussion of these and other problems follows.

EXISTING CONDITIONS:

GENERAL

1. El Paso's first City museum was created in the 1940s; it was a general museum with a general collection. In 1974, the museum was split into two museums: the El Paso Museum of Art and a Calvary Museum. A new building for the Calvary Museum was built in 1974 on donated land at the eastern fringe of the City. An additional storage room was constructed in 1978. In 1980, the Calvary Museum became the Museum of History, but it was not until 1990 that the Museum of History was separated from the Museum of Art as an independent City department with its own budget and director.
2. Available construction documents for the existing building provide floor plans and very few details. The Museum building appears to have a slab foundation, concrete adobe brick walls, and some type of bar joist roof system with a 3/8" plywood deck. Recent major repairs include roof replacement in

EXECUTIVE SUMMARY

The Museum is fortunate in having a dedicated and enthusiastic staff. In spite of the many varied tasks with which they are involved, they have an impressive list of accomplishments to show for the past two years, most notable being increasing community awareness of the Museum. It is now time for concentrated attention to collections care. Some grant funding has been procured for collections care which is an important first step. More and larger efforts should be encouraged.

Museum staff are aware that the Museum has many collections care problems and are eager to make changes. The problems identified by the survey can be divided into short term and long term priorities.

Short Term

Most of these priorities are interrelated and it may be necessary to undertake them or parts of them simultaneously.

1. Clean up and reorganize the storerooms.
2. Rehouse collections with acid-free, inert materials.
3. Undertake an inventory.
4. Process the accessions backlog.
5. Obtain all collection records from the Art Museum.

Strictly speaking, many of the problems identified are ones of collections management rather than conservation. Museum staff should seriously consider applying for a MAP II grant to receive help and guidance with these issues.

Long Term

As many of these priorities require a significant outlay of funds, the decision on whether or not to relocate the Museum must be made before other priorities can be addressed.

1. Make the building tight against water and dust.
2. Provide climate control for all collections areas.
3. Make the storerooms dedicated space by dividing up the large storeroom/workroom.
4. Develop and adopt policies and procedures for accessions, deaccessions, loans, etc.
5. Rework the exhibits to incorporate standard mounting techniques, inert construction and prop materials, and lower light levels.

A detailed discussion of the above points follow.

Catherine Sease, Consultant

Photographic Storage Improvements
All information from the Spring 2004 Light Impressions Catalog

Page No.	Item No.	Description	Size	Color	No. of Items	Cost per Item	Total Cost	
	61	7557	Mayline 5 Drawer Museum Quality Flat File	46 3/4"x35 3/8"x15 3/8"	(GR) Gray	1	\$1,099.95	\$1,099.95
	68	7897	Fliptop boxes - Letter	10 3/8"x12 1/4"x5"	Black	2	\$11.95	\$23.90
	66	20184	Fliptop boxes	6"x8"x12"	Black	10	\$11.55	\$115.50
	52	3292	Glass Plate Folders	8 1/8"x10 1/8"		1	\$37.95	\$37.95
	52	3294	Glass Plate Folders	5 1/8"x7 1/8"		5	\$24.95	\$124.75
	52	2069	Flap Storage Envelopes	6"x9"		1	\$13.95	\$13.95
	52	2070	Flap Storage Envelopes	8"x10"		1	\$17.95	\$17.95
	52	2072	Flap Storage Envelopes	9"x12"		1	\$21.95	\$21.95
	52	2071	Flap Storage Envelopes	11"x14"		1	\$29.95	\$29.95
		Shipping (estimate)						\$500.00
		Total						\$1,985.85

Barbara J. Angus

EXPERIENCE

- | | |
|-----------------|--|
| 1981 to present | History Museum Curator, City of El Paso, Texas |
| 1980-1981 | Draftsman, Wallaby Enterprises, Inc., Tucson, Arizona |
| 1979-1980 | Museum Specialist Intern, Kansas State Historical Society, Topeka, Kansas |
| 1979 | Technical Assistant, Scenic Beauty Laboratory, Department of Psychology, University of Arizona |
| 1977-1978 | Student Museum Assistant, Western Archeological Center, NPS, Tucson, Arizona (under an Arizona State Museum contract) |

EDUCATION

- | | |
|------|--|
| 1990 | Winedale Museum Seminar on Administration and Interpretation, Texas Historical Commission |
| 1986 | Workshop on Textile Conservation: Principles and Practices, Campbell Center for Historical Preservation Studies |
| 1985 | Seminar on Management Techniques for Museum and Historical Agency Professionals, American Association for State and Local History |
| 1984 | Seminar on Care and Conservation of Collections, American Association for State and Local History |
| 1983 | Independent Study Course on Documents: Interpretation and Exhibition, American Association for State and Local History |
| 1978 | Master of Arts in Anthropology/Museum Studies, University of Arizona, Tucson, Arizona |
| 1977 | Bachelor of Arts in Anthropology/Archaeology, University of Arizona, Tucson, Arizona |

PUBLICATIONS

- 2001 **Unpublished paper, “Doing Spanish Colonial at a Small History Museum,” Conference on Interpreting the Spanish Conquest and Colonial Periods in Museums, Baylor University**
- 1993 **“The Bottling Industries of El Paso,” *Password*, co-authored with Rene Harris**

MUSEUM AWARDS

- 1992 **Texas Association of Museums Mitchell A. Wilder Award/
Merit Citation for invitation to “Mexican Retablos: Private Devotions,” designed by B. Angus**